

# **Request for Proposal**

## **Parks and Recreation Management Software Solution**



RFP # PARD 31714

Due Date: April 21, 2014 at 2pm

City of Leander  
PO Box 319  
Leander, TX 78646  
512-528-9909

[www.leandertx.gov](http://www.leandertx.gov)

## **Overview**

The City of Leander, located in Williamson County, Texas, is seeking proposals from qualified vendors to provide, install, train the City of Leander in the use of, and implement a Parks and Recreation Management Software Solution. Such system must meet certain minimum performance requirements contained in this Request for Proposal (RFP).

## **General Information**

The City of Leander is located 30 minutes northwest of Austin, Texas. Leander has a population of 32,000 people and is home to 11 parks (330 acres). Facilities include: a junior Olympic-size swimming pool, water playscape, 2 lighted multi-purpose athletic fields, lighted basketball court, 4 soccer/football fields, softball/baseball fields, amphitheater, trails, picnic areas, 3 pavilions, skate park, disc golf course, 4 playscapes, 5 restrooms, and 18 hole golf course. The City hosts a plethora of programs and events throughout the year.

## **Scope**

This Request for Proposal (RFP) contains the information and requirements needed for vendors to prepare and submit proposals. The vendor shall provide proposal costs in a clear and itemized form, identifying any requirements they are not able to meet and separate any additional costs and features. The Parks and Recreation Department is not currently utilizing management software at this time. The vendor must provide a list of client references that may be contacted in this process.

The following are the main functions and/or modules needed by the City of Leander:

- Facility Reservation
- Program Registration
- Point of Sale
- Financial Reporting
- Credit Card Processing and Gateway to existing City Credit Card Payment Service

The following are secondary functions and are to be listed separately:

- Online Program Registration
- Online Facility Reservation

The proposed system may be a hosted web based system or a server based on site system. If the solution is a server based system the vendor must specify the necessary hardware and software platform in detail. The City of Leander currently uses Incode 9.0 for Financial Management.

## **Proposals**

All proposals must be received by the Leander Parks and Recreation Department no later than 2pm on April 21, 2014. Proposals may be submitted via hard copy or email.

Proposals must be submitted to: Megan Pumphrey

Athletics and Recreation Programmer - City of Leander

PO Box 319, Leander, TX 78646

[mpumphrey@leandertx.gov](mailto:mpumphrey@leandertx.gov)

### **Contract Award Criteria**

Award of the contract will include a licensing agreement for utilization of vendor provided software will be based on multiple selection criteria as follows:

- Quality and flexibility of the system being proposed in meeting the Parks and Recreation Department's and City of Leander's data processing needs.
- Reputation of the vendor's proposed system in serving other municipal clients similar to The City of Leander.
- Commitment to ongoing maintenance and improvement of the proposed system
- Compatibility with the City's existing Personal Computers and with Windows XP and Windows 7.
- Price of software including annual maintenance cost projected over the next 5 year period beginning in 2014.

The City of Leander utilizes a best value system, cost of the proposed system, while a major consideration will be one of several criteria used in the selection of the system that best serves the needs of the City of Leander.

### **Other Features**

The Vendor will include in the proposal a listing of features not specified in this RFP which may be furnished with the proposed system. The listing must clearly identify if the feature is provided as a standard feature at no additional cost or if it is furnished at an extra cost. The vendor shall list all features provided in an optional feature package and indicate total cost. Any features which are provided as extra cost options must be listed separately.